Grant/Project Status Report

Navigation

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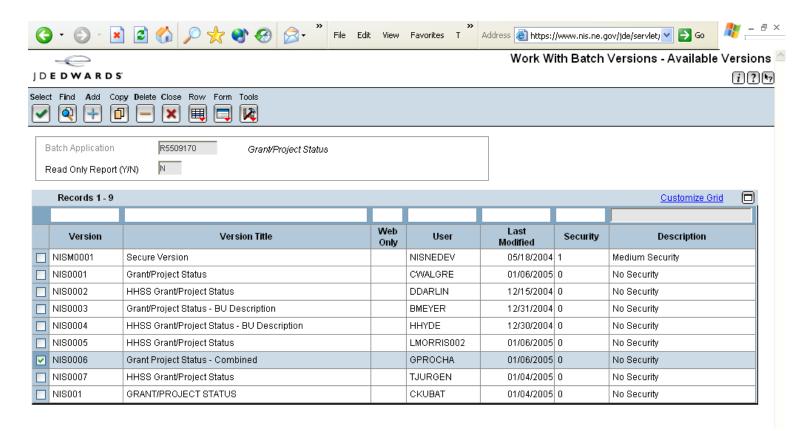
Process

1) Perform the steps listed below.

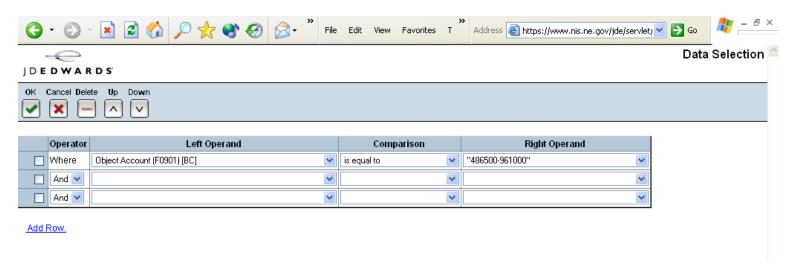
Result

Generate a report showing totals by Business Unit within Grant/Project for Authorized Amount, Period Activity, Grant/Project-To-Date Expenditures, Unexpended Balance, and Open Commitments.

Start this instruction from the Work With Batch Versions – Available Versions window.



- 1. Choose desired Version NIS0006.
- 2. Click *Select* and the Version Prompting window appears.
- 3. Choose *Data Selection*, then click *Submit* and the Data Selection window appears.



4. Add data, if needed, as follows to line two: (If the report should include every BU to which you have rights, go to step 5)

Note: There are more selections than the following 3 examples that can be used to narrow the scope of the report. In addition, selections can be used in combination with other selections by using additional lines.

If information is needed for active grant(s)/project(s) only:

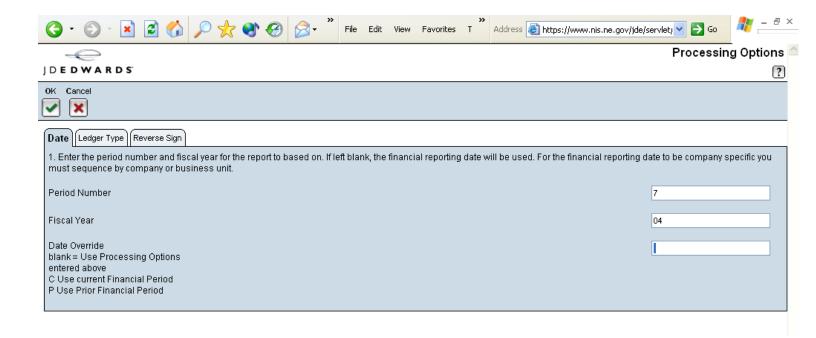
- Left Operand Posting Edit Business Unit (F0006) [BC]
- *Comparison* is equal to
- Right Operand Choose Literal on the List of Values tab enter 1 and K and Y, then click OK.

If information is needed for specific grant(s)/project(s) only:

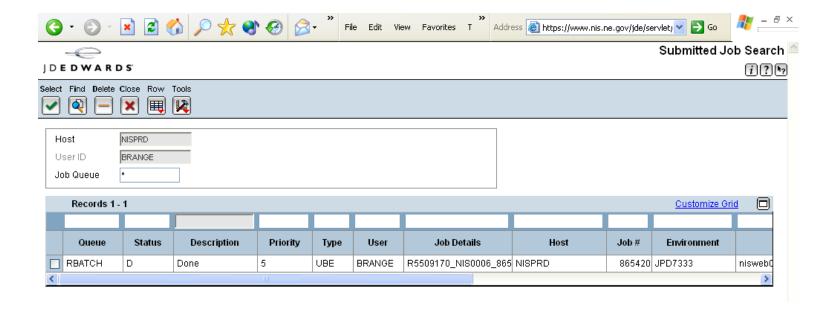
- Left Operand Description 04 (F0006) [BC]
- *Comparison* is equal to
- Right Operand Choose Literal Enter your grant/project number(s), then click OK.

If information is needed for specific fund(s) only:

- Left Operand Fund (F0901) [BC]
- Comparison is equal to
- Right Operand Choose Literal Enter your Fund number(s), then click OK.
- 5. Click *OK* and the Processing Options window appears.



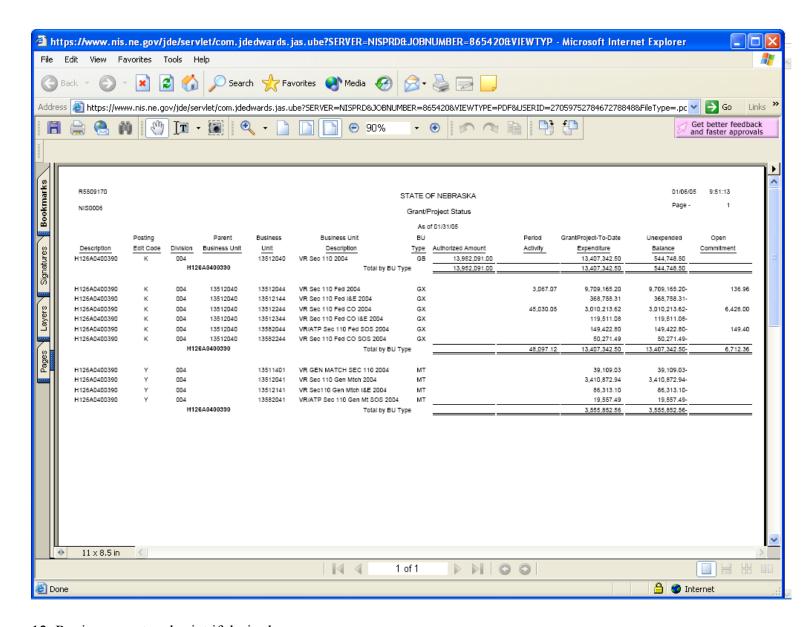
- 6. Change Period Number, Fiscal Year, or Date Override as appropriate.
 - a. Note: for *Period Number*, July is 1, August is 2, September is 3, December is 6, June is 12 etc.
 - b. Note: for *Fiscal Year*, **04** is Fiscal Year beginning July 1, 2004, **05** is Fiscal Year beginning July 1, 2005.
- 7. Ensure that *Ledger Type* is **AA** and *Reverse Sign* is **0**.
- 8. Click *OK* on this window and then click *OK* on the Printer Selection window. You will return to the Work With Batch Versions Available Versions window.
- 9. Click Form, Submitted Jobs and the Submitted Job Search window appears.



10. Choose the report (R5509170_NIS0006) when the Description field is "Done".

Note: Click *Find* to refresh the window until "Done" is displayed.

11. Click Row, View PDF to see the report.



- 12. Review report and print if desired.
- 13. Close Adobe Acrobat Reader.
- 14. Click *Delete*, then *OK*, to remove the report from the Submitted Job Search window.
- 15. Click *Close* on this window.
- 16, Click *Close* on the Work With Batch Versions Available Versions window to return to the menu.